

**CalWORKs and FOOD STAMP DATA SYSTEMS DESIGN
TASKFORCE
Systems Maintenance Unit (SMU)**

TRANSMITTAL NUMBER: 01 - 02 (FS)

May 2, 2001

**TO: All Performance Measurement Counties and Field
Operations Bureau Staff**

**SUBJECT/PURPOSE: Hold Harmless Period for Variances Related to the
Implementation of the Dual Excess Shelter Deduction Caps**

RELATED REFERENCE: All County Letter 11-01

SUPERSEDES: None

EFFECTIVE DATE: March 1, 2001

BACKGROUND:

A change in federal law has established a new maximum excess shelter deduction cap of \$340 for households whose certification/recertification periods begin on or after March 1, 2001. (The current \$300 maximum excess shelter deduction cap remains in effect for all other households, thereby establishing two maximum excess shelter deduction cap amounts.) Since this is a change in federal law, there is a 120-day "hold harmless" period for variances related to the implementation of this new provision.

INSTRUCTIONS:

Check the latest certification/recertification date for the case. If this date is from March 1, 2001 through June 28, 2001, exclude any variances resulting from the use of the incorrect cap amount for the duration of that case's certification period. If the certification/recertification date is outside the March 1st through June 28th period (either before or after) include the variance.

Cite any variances resulting from this change in Class 363. If the variance is excluded, note this in the class comments.

Examples:

1. The household is recertified in April 2001. The case is included in the February 2002 sample. The variance will be excluded because the household was recertified during the "hold harmless" period.

2. The household is certified in February 2001 and the case is sampled in January 2002. The reviewer will use the lower cap amount, as the household is not eligible to the higher cap amount until its recertification on or after March 1, 2001. In addition, the variance is included because the certification date for the case is outside the "hold harmless" period.
3. The household is certified in October 2000, and because of this new requirement, the county shortens all certification period so the household is recertified in April 2001. The case is part of the November 2001 sample. The variance is excluded because the household's current certification period began during the "hold harmless" period.
4. The household is certified in October 2000 and the case reviewed in May 2001. The variance is included because the household was not recertified during the "hold harmless" period.
5. The household was last certified in October 1999, and the case is part of the June 2001 sample. The variance is included because the household was not recertified in the "hold harmless" period.
6. The household was recertified in February 2001. It failed to submit its March 2001 CA-7, so the EW suspended benefits for May. The CA-7 was received on May 1st and while processing the CA-7 the worker also increased the excess shelter deduction cap to \$340 and extended the certification period in the computer system until May 2002. The case was reviewed in August 2001. The variance will be included because the household was not recertified during the "hold harmless" period. (Extending a certification period so that it is longer than twelve months, or for any length of time, is not an actual recertification which is required in order to correctly use the higher cap amount.)

INQUIRIES: Michael Bowman-Jones,
Systems Maintenance Unit.

Original Signed by Joeana Carpenter

**Joeana Carpenter, Chief
CalWORKs and Food Stamp Data
Systems Design Taskforce**